

Approved For Release 2000/08/04 : CIA-RDP78-06215A000100020006-0

11 Apr.

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4 April 1974

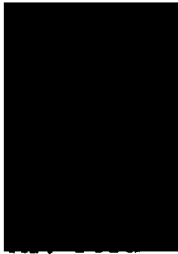
MEMORANDUM FOR: Members of the Curriculum Committee

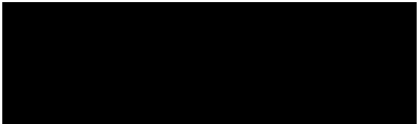
SUBJECT : Agenda for Meeting, 11 April 1974

1. The Curriculum Committee will meet on Thursday, 11 April 1974 at 0930 hours in the DTR Conference Room.

2. The Agenda:

STATINTL

- |   |  |           |
|---|--|-----------|
| a. Briefing on the BAHLT and<br>Language Self-Study Program |  | (50 min.) |
| b. Discussion of OTR Catalog Format                         |  | (20 min.) |
| c. Status report on course data folders                     |  | (10 min.) |
| d. Draft policy paper on course<br>evaluations              |  | (10 min.) |

  
Chairman,  
Curriculum Committee

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Chairman,  
Curriculum Committee

STATINTL

16 April 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Minutes of the 11 April 1974 Curriculum Committee Meeting

1. The Curriculum Committee met on Thursday, 11 April 1974, in the DTR Conference Room. Attending were: [REDACTED]

STATINTL

STATINTL

2. The minutes of the previous meeting were approved.

3. Briefing on the BAHLT and Language Self-Study Program

[REDACTED] C/STST/LLC, briefed the Committee on the BAHLT and Language Self-Study Programs. She discussed the history of these programs and presented information on costs, students, and the utility of these programs to the Agency. Following the presentation, the Committee discussed the feasibility of continuing these programs and reached the following conclusions:

a. Following a suggestion from [REDACTED] the Committee agreed that an effort should be made to turn over the after hours language program to the University of Virginia Off-Campus Program. It was estimated that costs would be less for the Agency under the University of Virginia administration. Students would be motivated by required tests and by receiving college credit for the courses.

STATINTL

b. The Committee agreed that the Language Self-Study Program should be retained, since it is relatively inexpensive in terms of money and personnel. Furthermore, the program provided a focal point for requests for books and cassettes which would otherwise arise in an unorganized fashion.

4. Discussion of OTR Catalog

STATINTL

[REDACTED] presented a new version of the OTR Catalog so that she might have guidance from the Committee on content, format, and procedure. The Committee agreed to the following: the Catalog should continue to be in loose-leaf form, on standard size paper, and printed by PSD's Epic System (with the understanding

that PSD would do the final typing). The group further agreed that the Catalog would not be illustrated, and that we should insist on a Catalog of small enough size to fit in most safe drawers. The Committee also agreed that the Catalog should be printed annually. The Committee further agreed that the description of all operations courses should be coordinated with SA/OT before final inclusion in the Catalog.

5. Status Report on the Course Data Folders

STATINTL

[REDACTED] presented some statistical information which resulted from a schedule analysis of a number of OTR courses. The analysis showed the amount of time in OTR courses devoted to administration, travel, instruction, and unstructured time. The instructional part was analyzed in terms of lectures, practical work, reading, and other activities. The Committee agreed that this information should be of considerable usefulness to the DTR and DDTR in relating OTR activities to others in the Agency, and to Unit Chiefs in reviewing and planning their programs.

6. Draft Policy Paper on Course Evaluations

STATINTL

[REDACTED] presented a draft policy paper on course evaluations (student evaluation of a course). The Committee members suggested certain minor changes in the draft.

7. The next Curriculum Committee meeting will be held on Thursday, 25 April 1974.

STATINTL

[REDACTED]  
Chairman,  
Curriculum Committee

16 April 1974

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[REDACTED]  
Chairman,  
Curriculum Committee

STATINTL

STAPLE HERE

TYPE OR PRINT

FROM: _____
EXT. _____
TO: OTR/LANGUAGE LEARNING CENTER/LIBRARY 214 CHAMBER OF COMMERCE BUILDING

FOLD ALONG THIS LINE

I AM RETURNING:

LANGUAGE

SERIES  
(Letters, e.g.  
FSI, MR, TCP)

CASSETTE NUMBERS  
(e.g. 14.1 & 2, 4DI/DR-  
DO NOT list copy nos.)

CHECK ONE:  
(fill-in blanks)

- ☐ Send NEXT cassettes in series.
- ☐ Send \_\_\_\_\_, \_\_\_\_\_ INSTEAD of next in series.
- ☐ Partial return.  
Send next in series AFTER \_\_\_\_\_ (list last cassette you still have).
- ☐ NO MORE NOW. Will call later to order more.
- ☐ NO MORE NOW. Mail next in series on \_\_\_\_\_ (date).
- ☐ Previously PHONED to order next cassettes.
- ☐ QUITTING, also returning book.
- ☐ Other \_\_\_\_\_



**CONFIDENTIAL**Attachment EBAHLT STUDENT HOURS OF INSTRUCTION, FY73

<u>Number of Hours</u>	<u>Non-TSD</u>	<u>TSD</u>	<u>Total</u>
0 - 20	14	5	19
21 - 40	18	1	19
41 - 60	11	3	14
61 - 80	10	4	14
81 - 100	3	3	6
101 - 120	11	4	15
121 - 140	13	4	17
141 - 160	13	0	13
161 - 180	4	0	4
Over 180	1*	0	1
Total	98	24	122

\*Spanish student who spent several sessions [REDACTED]

**25X1A**

0 - 100 hours:	56 (57.1%)	16 (66.7%)	72 (59.0%)
Over 100 hours:	42 (42.9%)	8 (33.3%)	50 (41.0%)

**CONFIDENTIAL**

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Attachment F

BAHLT ENDING PROFICIENCY (SPEAKING), FY73

<u>Level</u>	<u>Test</u>	<u>Non-TSD</u>		<u>Test</u>	<u>TSD</u>		<u>Test</u>	<u>Total</u>	
		<u>Esti-</u> <u>mate</u>	<u>Total</u>		<u>Esti-</u> <u>mate</u>	<u>Total</u>		<u>Esti-</u> <u>mate</u>	<u>Total</u>
0		19	19	1	10	11	1	29	30
0+	11	21	32	7	3	10	18	24	42
1	20	3	23	1	0	1	21	3	24
1+	12	3	15	1	0	1	13	3	16
2	4	2	6	1	0	1	5	2	7
2+	<u>3</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>3</u>
Total	50	48	98	11	13	24	61	61	122

	<u>Non-TSD</u>	<u>TSD</u>	<u>Total</u>
0/0+	51 (52.0%)	21 (87.5%)	72 (59.0%)
1/1+	38 (38.8%)	2 (8.3%)	40 (32.8%)
2/2+	9 (9.2%)	1 (4.2%)	10 (8.2%)

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## Attachment G

BAHLT GAINS IN PROFICIENCY LEVELS (SPEAKING), FY73

Gain (Number of Levels)	Non-TSD			TSD			Total		
	Test	Esti- mate	Total	Test	Esti- mate	Total	Test	Esti- mate	Total
-1/2	3		3				3		3
0	6	36	42	2	10	12	8	46	54
1/2	22	12	34	9	3	12	31	15	46
1	16		16				16		16
1-1/2	3		3				3		3
Total	50	48	98	11	13	24	61	61	122

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SELF-STUDY STATISTICS

	<u>TRANSACTIONS</u>		
	<u>CY 1971</u>	<u>CY 1972</u>	<u>CY 1973</u>
Books	432	709	824
Reel Tapes	286	199	168
Cassettes	587	1320	1341

(In CY73 2953 cassettes were borrowed in the self-study program.)

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SELF-STUDY STATISTICS FOR CY73  
(Number of Students)

	<u>Carryovers</u> <u>from 72</u>	<u>Began</u> <u>in 73</u>	<u>Total</u> <u>in 73</u>	<u>Ended</u> <u>in 73</u>	<u>Carried</u> <u>to 74</u>
Amharic	0	2	2	2	0
Arabic	10	16	26	20	6
Bengali	1	0	1	1	0
Cambodian	1	2	3	2	1
Chinese	12	22	34	26	8
Czech	1	4	5	3	2
Danish	1	0	1	1	0
Dutch	3	3	6	6	0
Finnish	1	3	4	4	0
French	80	126	206	160	46
German	38	63	101	80	21
Greek	6	12	18	15	3
Haitian Creole	0	0	0	0	0
Hebrew	1	1	2	2	0
Hindi	1	0	1	0	1
Hungarian	1	1	2	1	1
Indonesian	4	4	8	5	3
Italian	12	28	40	31	9
Japanese	13	13	26	24	2
Korean	0	5	5	5	0
Lao	4	4	8	8	0
Norwegian	1	3	4	2	2
Nyanja	0	1	1	0	1
Persian	6	7	13	9	4
Polish	4	6	10	8	2
Portuguese	4	14	18	14	4
Romanian	0	4	4	3	1
Russian	21	48	69	51	18
Serbo-Croatian	4	6	10	9	1
Slovenian	0	1	1	0	1
Spanish	75	102	177	138	39
Swahili	1	3	4	3	1
Swedish	2	3	5	4	1
Tagalog	1	1	2	2	0
Thai	12	6	18	15	3
Turkish	2	3	5	3	2
Ukrainian	0	2	2	1	1
Urdu	0	1	1	1	0
Vietnamese	3	14	17	12	5
Totals	326	534	860	671	189

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USE OF LANGUAGE CASSETTE COURSES BY SELF-STUDY  
STUDENTS WHO TERMINATED DURING CY73

	<u>Last Tape</u> <u>Not Known</u>	<u>Barely</u> <u>Began</u>	<u>One-Third</u> <u>of Series</u>	<u>Half of</u> <u>Series</u>	<u>Three-Fourths</u> <u>of Series</u>	<u>Whole</u> <u>Series</u>
Amharic	1	1				
Arabic	9	8		1		2
Bengali	1					
Cambodian	1	1				
Chinese	17	1		3	2	3
Czech	2			1		
Danish	1					
Dutch	5	1				
Finnish	2	2				
French	98	46	3	7	3	3
German	45	21	5	6	1	2
Greek	7	7		1		
Hebrew	2					
Hungarian		1				
Indonesian	2		2	1		
Italian	25	4	1	1		
Japanese	13	10	1			
Korean		2	1		1	1
Lao	3	5				
Norwegian	2					
Persian	7	2				
Polish	3	3	1			1
Portuguese	8	6				
Romanian	3					
Russian	25	14	6	5		1
Serbo-Croatian	7	1			1	
Spanish	90	38	7	3		
Swahili		3				
Swedish	3		1			
Tagalog	2					
Thai	10	4	1			
Turkish	3					
Ukrainian						1
Urdu				1		
Vietnamese	6		1	1		4
Totals:	(403)	181	30	31	8	18

From the information available (not counting the 403 on which no data in the records):

67.5% barely began and did not continue.

11 % completed 1/3 of the series.

11.5% completed 1/2 of the series.

3 % completed 3/4 of the series.

7 % completed the whole series.

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MEMORANDUM FOR: Curriculum Committee

SUBJECT : Questions Concerning the Catalog of Courses

1. Should it be:

Bound  
In printed form  
Reduced in size  
Illustrated

- Loose-leaf  
Typewriter offset  
Standard size  
- Not illustrated

2. Format:

Catalog only

Catalog  
Handbook

Catalog  
Handbook  
Schedule

3. Re-published at what frequency?

*Annual FY*  
*etc.*

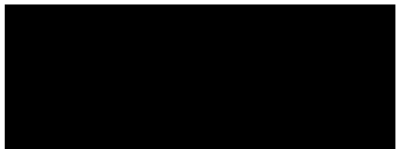
Biannual

Other

4. Is an update required?

5. Telephone referral list required or other referral notation?

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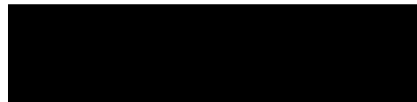
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Chairman  
Curriculum Committee

*Handwritten:*  
#1

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Internal Training

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Administrative Procedures  
Advanced Intelligence Seminar  
Advanced Management Program  
Advanced Operations  
Anti-Narcotics Operations Course  
Application of Information Science to  
Imagery Analysis  
Basic Operations

25X1A

China Familiarization  
CIA: Today and Tomorrow  
~~Clerical Orientation~~

25X1A

DDO Operations Orientation for DDS&T  
Effective Briefing  
Effective Writing  
Field Administration  
Financial Management Workshop  
Fundamentals of Budgeting  
Fundamentals of Supervision and Management  
Information Science for Intelligence Functions  
Information Science for Managers  
Instructor Training Workshop  
Intelligence in World Affairs  
Intelligence Information Reports and Requirements  
Intelligence Information Reports Familiarization  
Intelligence Production

Intelligence Writing Techniques for CT's  
Intelligence Writing Workshop  
Language Courses  
Latin American Area Seminar  
Management and Services Review: Trends  
and Highlights  
Managerial Grid  
Management by Objectives Workshop  
Midcareer Course  
Office Management Seminar  
Operational Indoctrination for OTS  
Operational Records and Desk Orientation for CTs  
Operational Records I  
Operational Records II  
Operational Records III  
\*----- Operations Support  
Parachute Jump  
Preparing for Overseas Assignment  
Project Officer in the Contract Cycle  
Performance Appraisal Workshop  
[REDACTED]  
Scientific & Technical Collection for DO Officers  
  
Senior Seminar  
Special Operations  
Survey of Intelligence Information Systems  
Systems Dynamics: Principles and Applications  
USSR Country Survey

25X1A

Component Training (by Office)

DDI Area

Office of Economic Research

DDO Area

East Asia/China

East Asia/Vietnam

Service Staff/[REDACTED]

Soviet Bloc

DDM&S Area

Office of Communications

Office of Medical Services

Office of Joint Computer Support

Office of Security

\*Orientation and Office Skills

25X1A

DDS&T Area

Directorate (Career Development Course)  
National Photographic Interpretation Center  
Office of Elint  
Office of Research and Development  
Office of Scientific Intelligence  
Office of Technical Services  
Office of Weapons Intelligence

External Training

Interagency

Civil Service Commission  
Defense Intelligence School  
Department of Defense Computer Institute  
Foreign Service Institute  
Military Organizations  
National Security Agency  
U.S. Department of Agriculture

Training Selection Board

Post-secondary Education

Full time  
Part time  
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Anti-Narcotics Operations

Application of Information Science to Imagery  
Analysis

~~Clerical Orientation~~

DDO Operations Orientation for DDS&T

Effective Briefing

Effective Writing

Field Administration

Financial Management Workshop

Fundamentals of Budgeting

Fundamentals of Supervision and Management

Information Science for Intelligence Functions

Information Science for Managers

Intelligence Information Reports and Requirements

Intelligence Information Reports Familiarization

Intelligence Production Course

Intelligence Writing Techniques

Intelligence Writing Workshop

Managerial Grid

Management by Objectives

Office Management

Operational Indoctrination for OTS

Operational Records I

Operational Records II

\*----- Operational Records III

Performance Appraisal Workshop

Project Officer in the Contract Cycle

Scientific and Technical Collection for DDO Officers  
Survey of Intelligence Information Systems  
Systems Dynamics: Principles and Applications

Intelligence Institute

Advanced Intelligence Seminar  
Chiefs of Stations Seminar  
China Familiarization  
CIA: Today and Tomorrow  
Intelligence in World Affairs  
Latin American Area Seminar  
Management and Services Review: Trends & Highlights  
Midcareer Course  
Preparing for Overseas Assignment  
Senior Seminar  
USSR Country Survey

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Advanced Operations  
Basic Operations

25X1A

Operations Support  
Parachute Jump Training  
Special Operations

Language Learning Center

Plans and Development Staff  
Instructor Training Workshop

Component-Conducted Training

DDI Area  
Office of Economic Research

DDO Area  
East Asia/China  
East Asia/Vietnam  
Service Staff/  
Soviet Bloc Operations

25X1A

DDM&S Area  
Office of Communications  
Office of Medical Services  
Office of Joint Computer Support  
Office of Security

DDS&T Area

National Photographic Interpretation Center  
Office of Elint  
Office of Scientific Intelligence  
Office of Research and Development  
Office of Technical Services  
Office of Weapons Intelligence

External Training

Interagency

Civil Service Commission  
Foreign Service Institute  
U. S. Department of Agriculture  
Military Organizations  
Department of Defense Computer Institute  
National Security Agency

Training Selection Board

Post-secondary Education

Full time  
Part time  
Off Campus

Private Industry facilities

Date

OTR NOTICE

NO:

SUBJECT: Course Evaluation

1. Policy: As a part of the overall program for assessing the effectiveness of training conducted by OTR, students will be given the opportunity to evaluate courses they attend. Formal course evaluations are required for the first three runnings of new courses or for three successive runnings of a course following significant changes in the course. Students need not sign course evaluations.

2. Purpose: Course evaluations will give course managers and OTR managers the benefit of student viewpoints in helping determine the correctness of substance and method in courses as well as whether the course is addressing the proper target audience.

3. Procedures: Unit Chiefs will assure that course evaluations are made available to students in accordance with paragraph 1 above. All such evaluations will list course objectives and ask for student comment on how well the objectives were achieved. Format and other questions are left to the discretion of the Unit Chief. Dissemination of evaluations within OTR will be in accordance with the provisions of OTR Notice 21-74, "End-of-Course Reports." Dissemination outside of OTR is discretionary with the Unit Chief, the DDTR and the DTR. On request, Chief, Development and Technical Services Group, Plans and Development Staff will arrange for assistance in devising course evaluations.